

**Employment Unit Location/Name: O-Town Communications, Inc. (dba Ottumwa Radio)**

**Unit Members (List all station call signs and communities of license):**

KKSI fm – Eddyville, IA  
KRKN fm – Eldon, IA

KBIZ am/fm – Ottumwa, IA  
KTWA fm – Ottumwa, IA

KLEE am/fm – Ottumwa, IA  
KOTM fm – Ottumwa, IA

**EEO Contact Information for Employment Unit:**

O-Town Communications, Inc.  
416 E. Main St.  
Ottumwa, IA 52501

Telephone Number: 641-684-5563 ext. 23  
Contact Person: Greg H. List, General Manager

**EEO Public File Report  
October 1<sup>st</sup>, 22 – September 30, 2023**

**A. Full-Time Vacancies Filled During the Past Year**

<b>Job Title</b>	<b>Date Filled</b>	<b>Referral Source</b>
1. Continuity/Digital Department	7/18/2022	Word of Mouth
2. Internal Operations	12/12/2022	Radio Ads

**B. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

1. Job Title: Continuity/Digital Dept Date Filled: 7/18/2022

<b>Successful Candidate Referral Source:</b>	<b>Number of People Interviewed</b>	<b>Number of People Hired</b>
Word of Mouth	1	1

2. Job Title: Internal Operations Date Filled: 12/12/2023

<b>Successful Candidate Referral Source:</b>	<b>Number of People Interviewed</b>	<b>Number of People Hired</b>
Radio Station Advertising	3	1

C. Total Number of Interviewees for All **Full-Time** Vacancies Filled During the Past Year Per Recruitment/Referral Source:

Source / Contact Person	Address	Phone	Number of People Interviewed	Number of People Hired
Iowa Central College Jessica Cavanaugh, Career Services	330 Ave M, Ft. Dodge, IA 50501	(800) 362-2793	0	0
William Penn University Debbie Stevens, Coordinator of Career Services <a href="mailto:stevensde@wmpenn.edu">stevensde@wmpenn.edu</a>	201 W Trueblood Ave, Oskaloosa, IA 52577	(641) 673-2173	0	0
Iowa Broadcasters Association <a href="http://www.iowabroadcasters.com">www.iowabroadcasters.com</a> Sue Toma <a href="mailto:sue@iowabroadcasters.com">sue@iowabroadcasters.com</a>	P.O. Box 71186, Des Moines, IA 50325	(515) 224-7237	0	0
Missouri Broadcasters Association Terri Harper <a href="mailto:tharper@mbaweb.org">tharper@mbaweb.org</a>	P.O. Box 104445, Jefferson City, MO 65110	(573) 636-6692	0	0
Iowa Workforce Development Amy Brink <a href="mailto:amy.brink@iwd.iowa.gov">amy.brink@iwd.iowa.gov</a>	105 West Main St, Ottumwa, IA 52501	(641) 684-5401	0	0
<b>KKSI-KRKN-KBIZ-KTWA-KLEE-KOTM (Radio Ads) Greg H. List, GM</b>	<b>416 E. Main St. Ottumwa, IA 52501</b>	<b>(641) 684-5563 x23</b>	<b>3</b>	<b>1</b>
KKSI-KRKN-KBIZ-KTWA Websites	<a href="http://www.ottumwaradio.com">www.ottumwaradio.com</a>		0	0
Ottumwa Radio Facebook Page			0	0
<b>Word of Mouth (personal referrals)</b>			<b>1</b>	<b>1</b>
Internal Promotion			0	0
<b>Total Interviewed:</b>			<b>4</b>	
<b>Total Hired:</b>				<b>2</b>

## D. Outreach Activities

### **Outreach Activity Description**

10/1/22 – 09/30/23

- Participated in the Greater Ottumwa Partners in Progress (GOPIP) Home and Garden Show at the Bridge View Center from March 1, 2023 thru March 3<sup>rd</sup>, 2023. Our booth was manned by employees from all departments who gave out gift bags and talked to passers-by about job opportunities and internships in their respective departments. Applications available for interested parties.
- Several times each year our stations will conduct studio tours for school-aged children, particularly scouting groups and High School Communications classes. Tour guides describe station operations and the jobs performed by various staff members. This exposure provides background and context to broadcast careers.
- Regular Training Programs that our station staff has participated in throughout the year.
  - Monthly Webinars thru Iowa Broadcasters Association and the Radio Advertising Bureau.
  - Monthly Staff Meetings
  - As well as training webinars throughout the year for the production department and sales team. Through this training, many of our hourly employees over the years have been able to move up in the ranks, some into management and administrative positions, opening the starting positions for new hires.
- KTWA FM has a weekly 3 hour Latino program each Sunday. The show is designed to bring entertainment, local news and local activities to our Hispanic listeners every week. We have a Hispanic employee that produces the show and conducts interviews with local people in the Hispanic community, creating programs that include music and other programming that would be of interest to our Hispanic listeners.
- Kids View program – Each week during the school year, we invite elementary age school kids, with their Principal, to come in and record local school announcements, which are then aired every weekday morning and afternoon on KOTM FM. The kids are chosen by their School Principal and teachers for their academic achievements and good citizenship.